



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 1/7/2022

Career Navigator

JobID: 7449

Position Type:

Support Staff/Case Management

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Date Posted:

1/7/2022

Location:

KRESA/MW Kalamazoo

Closing Date:

01/28/2022

Division:

KRESA - Career and Talent Development

Position Type:

12-Month

Full Time

M-F 7:30 to 4:30 PM

Responsibilities:

Assist Career Coaches working with a diverse population of adults and at-risk youth. Greet clients, provide guidance and direction on resume development and job searching. Data entry, filing, scheduling appointments and client follow-up. Assist with orientations, retention and outreach. Comply with federal, state and organization's policies, procedures and regulations. Other duties as assigned.

Qualifications:

High school diploma or equivalent. Working experience with Microsoft Office. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

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racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Excellent customer service skills. Ability to multi-task. Detail-oriented and thorough in completing tasks. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents- Tom Zahrt & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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